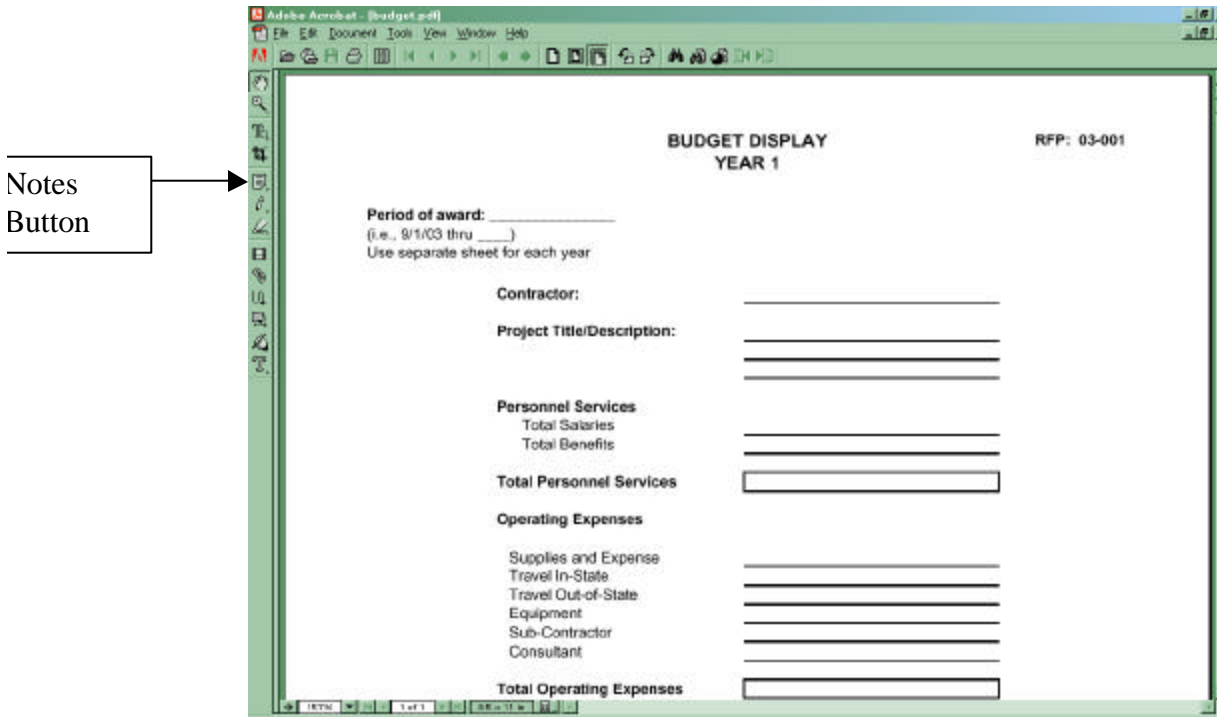


Typing on a PDF Document

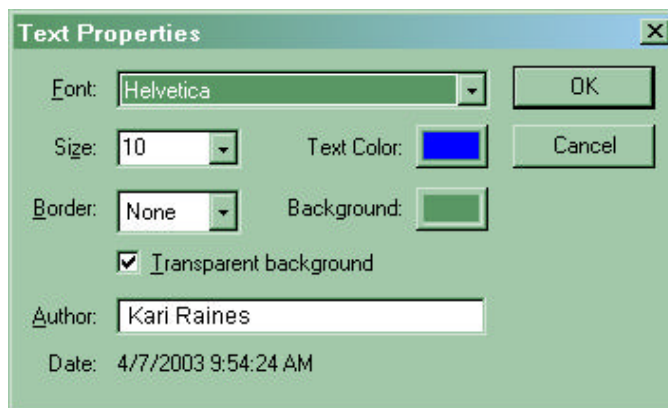
To type on a .pdf document:

1. Select the Free Form Text Tool. The Free Form text tool can be found under the Notes button on your toolbar. The Notes button looks like a note pad.



The Free Form text tool is the button with the “T” with the “+” beside of it. If you hold your mouse cursor over the buttons a dialog box will appear that tells you what each button is.

2. After you have clicked on the Free Form Text Tool, click in the document where you want to type. After you have typed the text, click above where you typed the text so that it shows in the document.
3. Your text may have a border around it. If it does, select the Free Form text tool again. Hold your cursor over the text until it becomes an arrow. Click one time with the left mouse button so that you have a box around the text. Then, click once with the right mouse button and click Properties.



You will then see an option to change the border to none.